

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Attendance Officer

**EMPLOYEE CATEGORY:** 4/Instructional Specialist

### QUALIFICATIONS:

1. Meet the following requirements for certification pursuant to F.S. 231.17.
  - a. File a written statement under oath that the applicant subscribes to and will uphold the constitutions of the United States and of the State of Florida.
  - b. Be at least 18 years of age or have received a bachelor's degree from an accredited institution of higher learning; however, beginning August 1, 1985, at least 30 of the total number of semester hours required for the baccalaureate degree for a secondary school teacher shall be earned in courses offered by a college other than a college of education in the field of specialization.
  - c. Meet such academic and professional requirements based on credentials certified by standard institutions of higher learning, including any institutions of higher learning in this state which are accredited by an accrediting association which is a member of the Council on Postsecondary Accreditation, as may be prescribed by the State Board.
  - d. Be competent and capable of performing the duties, functions, and responsibilities of a teacher.
  - e. Be of good moral character.
  - f. File a complete set of fingerprints prior to employment; the cost of which shall be borne by the applicant.
2. Be able to write in a logical and understandable style with appropriate grammar and sentence structure.
3. Be able to read, comprehend, and interpret professional and other written material.
4. Be able to comprehend and work with fundamental and mathematical concepts.
5. Be able to recognize signs of severe emotional distress in students and to apply techniques of crisis intervention with emphasis on suicide prevention and positive emotional development.
6. Be able to recognize signs of alcohol and drug abuse in students and to apply counseling techniques with emphasis on intervention and prevention of future abuse.
7. Be able to recognize the physical and behavior indicators of child abuse and neglect, to know rights and responsibilities regarding reporting, to know how to care for a child's needs after a report is made and to know recognition, intervention and prevention strategies pertaining to child abuse and neglect that can be related to children in a classroom setting in a non-threatening, positive manner.

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8. Be able to comprehend patterns of physical, social, and academic development in students including exceptional students in the regular classroom, and to counsel the same students concerning their needs in these areas.
9. Be able to recognize and be aware of the instructional needs of exceptional students.
10. Be certified by the Florida Department of Education to serve at the grade or class level of his/her assignment and in the subject/service area of his/her assignment.
11. Complete six (6) semester hours of approved college credit annually in area(s) necessary for certification when not certified in an area of major responsibility. WCSB Administrative Rule 6, GX 3.06 (2), 9 (A).

**REPORTS TO:** Executive Director of Student Services and Exceptional Student Services  
and School Principals

**JOB GOAL**

To complement the efforts of direct instructional personnel by providing personnel and material resources to teachers and students by monitoring student attendance.

**PERFORMANCE RESPONSIBILITIES:**

1. Investigate non-enrollment, unexcused and chronic absences.
2. Involve parents in the resolution of their child's attendance problems.
3. Refer students and parents to available support services.
4. Refer non-attending students and their parents to proper legal authorities.
5. Report violations of child labor laws.
6. Maintain records and periodically evaluate program effectiveness.
7. Perform other duties as assigned or required by School Board policy.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** 1